



The Auditor's Report

Travis County Auditor's Office Newsletter

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Notes from Nicki

Every year in the

month of January I have what I call "Chat Sessions" with my staff. No managers are invited. Staff are encouraged to discuss anything and everything that is on their minds. We talk about changes they would like to see happen in the office, ideas about team building and better communication, ways to improve working relationships between our own divisions and with other departments, etc.

While some crazy ideas have surfaced (e.g., bring your dog to work day, dunk tank for elected officials as United Way fundraiser, everyone gets a new car at retirement, and my personal favorite: throw an 80's dance party on all three floors of our office for the entire County!); some really great ideas have come out of these chat sessions: A teleworking policy was implemented, teambuilding events were scheduled, satellite

offices at other County departments were created, monthly birthday celebrations were started, and a host of other office improvements.

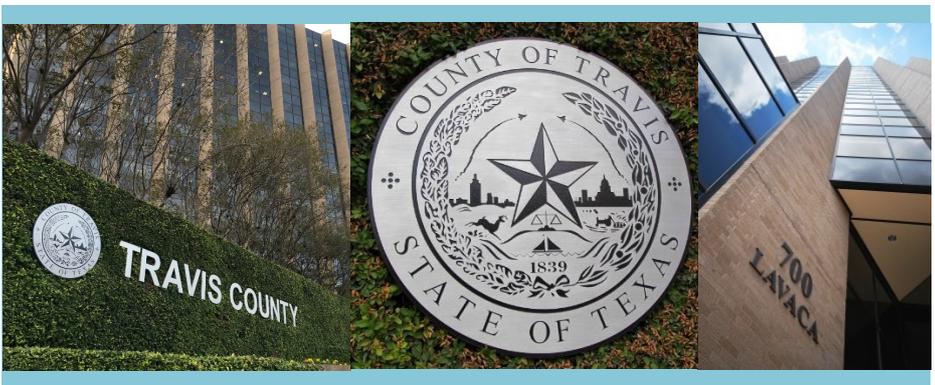
As the manager of the entire office, I have a different perspective than what each individual group or employee has as it pertains to the working environment. When you combine perspectives, it's amazing how you can efficiently accomplish so much more. And you did it together, so everyone is set up for success!

-Nicki Riley, Travis County Auditor

"I cannot give you the formula for success, but I can give you the formula for failure, which is: Try to please everybody." - Herbert Swope

Auditor's Office & Courts Technology Teams win TAC Award!

For their efforts on the Criminal Attorney Interface, Travis County took home the Texas Associate of Counties, 2016 County Best Practices Award. Nicki Riley accepted the award on behalf of Auditor's Office employees, Kelly Allen, Sean O'neal, Murtuza Khan, Atif Syed and Hailan Zhang, along with the Criminal Courts Technology team. The two departments worked together to expedite the payment process for the criminal attorney vouchers. Congratulations! Courts Technology team. The two departments worked together to expedite the payment process for the criminal attorney vouchers. Congratulations!



Audit Schedule

January and February
BCCP EMS Ground Collections HHS Permits HHS Health Interlocal
Planned for March
Tax Office Property Sales

Payroll & Tax Info

W2s are now available in **ESS**

And have also be mailed to your current mailing address in ESS.

Need your W2 reprinted?

- Requests for reprints will be accepted and processed **after** February 15th
- Send a request for reprints to Payroll by email to Payroll@traviscountytexas.gov or fax to 512-854-9128)
- Be sure to include the following information:
 - Employee's name
 - Last 4 digits of the employee's SSN
 - Employee's email or mailing address to send the reprint

Reminders!

You can now use ESS to sign up your direct deposit.

Previously, you could only change amounts between already established accounts but now You can add and delete accounts on their own.

Did you claim "Exempt" status on your 2016 W4?

Remember to file a 2017 W4 by February 17, 2017 or payroll will automatically change your exemptions to Single/0. This can be completed in ESS.

Did you have a change in 2016?

If you had a name change, status change or dependent change in 2016, you will need submit a new W4 for 2017. This can be completed in ESS.



SAP Training Updates

Looking for SAP Help?

Did you know Travis County has a website completely dedicated to SAP Training and Help? The help documents have recently been reorganized to help you find things easier. Get training and help from **Travis Central** or at <http://tcsaphelp>.

TRAVIS CENTRAL

EMPLOYEE LINKS
SAP System (ESS, MSS)
SAP Training & Help
Security and Privacy Awareness Training
HIPAA Compliance

Instructor Led Courses

Instructor Led Course are available each month for anyone needing new SAP access or just want a refresher. Register in the LSO today!

Class	Days	Times
PR07 Requisition & Receiving	2nd Tuesday each month	9:00 am—3:00 pm
OP01 HR Administration	2nd Thursday each month	9:00 am—3:00 pm
TM01 Time Administration	3rd Wednesday each month	8:30 am—12:30 pm
GM01 Grants Management	3rd Thursday each month	9:00 am—3:00 pm
FM02 Budgeting	4th Monday each month	9:00 am—3:00 pm
TV02 Travel Management	4th Tuesday each month	8:30 am—12:30 pm

Class dates and times are based on room availability. At the time of registration, confirm the dates and times. All classes are held at 700 Lavaca. Be sure all the pre-requisitions are completed prior to coming to class! Contact Karina Carr with questions.

Outreach

Over the last six months, Disbursements Auditing has been getting out from behind their SAP screens and focused on networking and meetings with their customers, **YOU**, the departments. Why did they do this? Well, simple answer, they want to get to know and serve you better!

Disbursements Auditing has enjoyed gaining a better appreciation for their co-workers at the departments and the different “Travis County” worlds. Each meeting has received a stellar *5 out of 5 star rating* from the departments. Positive feedback and numerous “aha” moments came from these meetings. After each meeting Disbursement Auditing has been strategically instituting several follow up items to positively impact their customers. Over the next few months the meetings will be wrapping up.

If you’re reading this and have not had a meeting scheduled, please contact Woody Whitten. He will assist you in coordinating a meeting on your schedule!



“Far and away the best prize that life offers is the chance to work hard at work worth doing.” -Theodore Roosevelt

Employee Spotlight

Introducing Edie Hopkins

Edie is an Auditor Business Consultant II. She leads the HCM area for the SAP Support Team which includes Org Management & Time and Payroll. Before Edie made her way to Travis County, she worked for various companies in the Human Resource Information Systems field for over 35 years with a focus in Payroll and Time Management. Edie is a native Texan, born and raised in Houston. She has a Bachelor's of Business Administration in Marketing from Sam Houston State University. Edie and her fabulous husband enjoy home remodeling projects and being outdoors. She recently went on trips to the Grand Canyon and Alaska. Once Edie retires she hopes to start a Home Organizing & Staging business and do volunteer work. Also, her legal name is Edithann and that's the truth.



Ask Edie

- * *What have you gained from working at Travis County?* Gained a greater knowledge of how a government entities are organized and operated.
- * *What is the favorite part about working for Travis County?* I really enjoy working with the SAP team, they are very hard working, but also know how to have fun and joke around.
- * *What aspect of your role do you enjoy the most?* Coordinating projects and helping end users with their SAP questions
- * *What three words best describe you?* Outgoing, Detailed & Problem-solver
- * *What is the one thing you can't live without?* Chocolate
- * *What is the weirdest job you've ever had?* Switch board operator in college – the old manual kind with the plugs to connect calls



Introducing Daniel Wilson

Dan has been with the Auditor's office close to five years. As the Chief Assistant County Auditor I – Revenue Estimation and Financial Analysis, he is responsible for the Travis County revenue estimation, the County Auditor's quarterly Economic Outlook and performing financial analysis. Dan was born and raised in San Antonio. He earned two degrees at Texas A&M University including a B.S. in Mechanical Engineering and a B.B.A. in Accounting. While in college he worked as a dispatcher at GTE. From there he held a number of operations and finance leadership roles. Dan met his wife, Phyllis, while in college. They have been married for over 30 years and have 3 kids.

Ask Dan

- * *What advice do you have for prospective Travis County candidates?* Make sure you like the job, the people you will be working with and that you are satisfied with the short term and long term benefits.
- * *What are 3 words to describe Travis County?* Great work environment
- * *What do you like most about Travis County?* Making a difference
- * *What is the best vacation you've been on?* A week in the mountains of New Mexico and Colorado
- * *What book did you read last?* Khartoum
- * *What do you like to do in your spare time?* That has shifted over time. When my kids were at home I coached basketball and watched them play sports. Currently, my wife believes what I enjoy most is home repair. However, I probably would give an edge to seeing different parts of the country while traveling.

